



Competitive Service Vacancy Announcement

Defense Language Institute Foreign Language Center and Presidio of Monterey
Presidio of Monterey, California 93944-5006

Merit Placement & Promotion Program

Announcement Number: C-12-98

Opens: April 8, 1998

Initial Cutoff: April 22, 1998

Closes: Open Until Filled

Position Title: Supervisory Training
Technician, GS-1702-07

Salary: \$26,075 - \$33,893 per annum

Location: DLIFLC & POM, Dean of
Evaluation and Standardization, Test
Management Division, Presidio of Monterey,
CA

Area of Consideration: Permanent
competitive service employees &
reinstatement eligibles. VRA eligibles, special
emphasis program eligibles and other special
appointing authority eligibles may be
considered. Applications from NAF
employees eligible under the DOD/OPM
Interchange Agreement will be accepted.

PCS Costs are not authorized.

SECRET security clearance is required.

Applicants must ensure that all requirements
are met before requesting consideration for
this position. Qualification will be based on
the application package you submit. Be sure
that your application clearly shows the extent
and type of required experience or education.
Please limit your paperwork to two pages per
KSA. Be concise. KSAs longer than two
pages will not be considered.

Applicants should make a duplicate of their
application for their own use prior to

submitting. Applications will not be returned nor duplicated once submitted. Copies reproduced at
government expense will not be accepted and application submitted in postage paid government envelopes will
not receive consideration.

This announcement may be used to fill future vacancies within 180 days after the closing date.

DLIFLC is an Equal Opportunity Employer

All qualified applicants will receive consideration for position vacancies without regard to race, creed, color, age, national origin,
lawful political affiliation, sex, marital status, membership or non-membership in an employee organization, handicap not
disabling to the job, or other non-merit factors.

What to Submit And Where To Apply

1. Applicant must submit one of the following: A resume, the
Optional Application for Federal Employment (OF-612), or any
other written format. **Your resume or application must contain
the information stated in the OF-510, pamphlet, Applying for a
Federal Job.**
2. **SF-50**, Notification of Personnel Action, showing career or
career-conditional status (for non DLI employees with status).
3. Knowledge, Skills & Abilities (KSA's).
4. Latest Performance Appraisal (current Federal employees only).
5. DLI-346, Merit Promotion Appraisal (current DLI employees).
6. DD 214 (Veterans & VRA eligibles).
7. SF-15 (if claiming 10 Point Veterans Preference) and supporting
document.
8. DA Form 3434 (for NAF employees eligible through the
NAFI/DOD Interchange Agreement).
9. Written request for spouse preference and sponsor's official PCS
orders to the Monterey commuting area.

Mailing Address: Defense Language Institute Foreign Language
Center and Presidio of Monterey
ATTN: ATZP-CP-ESD
Presidio of Monterey, CA 93944-5006

The Civilian Personnel Office is located in Bldg 340.

For information call (408)242-5137, DSN: 878-5137

FAX: (408)242-6112, DSN: 878-6112

Please note: All documents must be received in the Civilian
Personnel Office by 4:45 p.m. on the closing date of this
announcement, or postmarked by the closing date of this
announcement. Applications received in this office by the
initial cutoff date, if qualified, will be referred first for
employment consideration.

Please post on bulletin boards until after the closing date show above.

Summary of Duties:

Plans work schedules and sequence of operations on weekly, project or longer basis to assure an even flow and distribution of work, the expeditious handling of priority cases and the meeting of schedules and deadlines. Revises work schedule to meet changes in workload, considering factors such as peak loads, availability of manpower, and processing time requirements. Coordinates with representatives of other units concerning matters of accomplishment, priorities and procedures. Plans for sufficient supplies. Makes recommendations concerning the maintenance or replacement of equipment and the maintenance and safety of facilities. Assigns work to employees equitably. Explains work requirements, methods and procedures, giving special instructions on difficult or different operations and answering technical questions about the work. Reviews work in progress or upon completion or on a spot-check basis. Informs employees about the policies, procedures and practices of management as they relate to the work of the unit. Performs personnel administration and management tasks. Informs higher level supervisor of anticipated vacancies, increase in workload or other circumstances to obtain replacements, temporary help or additional staff. Informally recommends promotions, reassignments or other status changes of assigned personnel. Oversees attendance and leave, typically including approval of ordinary sick and annual leave and vacation schedules. Directs on-the-job training for employees. Advises employees of the performance requirements of their positions and keeps them informed individually of their progress in meeting the requirements. Manages the Test Security Program at DLIFLC. Ensures overall compliance with policies and directives governing the test security program. Writes and updates directives to meet changing test requirements. Serves as the primary liaison for DLIFLC and worldwide foreign language testing programs for which DLIFLC has statutory responsibility, and as the focal point for security problems with language testing in worldwide training offices. Maintains a physically secure test storage facility according to regulatory requirements. Receives completed answer sheets from worldwide testing facilities and organizes and stores answer sheets systematically to facilitate retrieval and insure security. Ensures quality control of master audio tapes for all language aptitude, proficiency, and other non-resident course tests for DA reproduction and worldwide distribution. Controls the operation and maintenance of the test facility and the vault.

Minimum Qualification Requirements: One year of specialized experience equivalent to at least the GS-6 grade level. in Federal Service. Specialized experience is experience that equipped the applicant with the knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled.

Substitution of Education for Experience: Substitution of education for experience is generally not applicable for this occupational series and grade level.

Knowledge, Skills & Abilities:

Applicants should provide information regarding experience and/or training which indicates:

1. Ability to supervise. (screen-out)
2. Ability to plan, organize and coordinate activities. (This element involves skill in planning, organizing and coordinating work in accordance with priorities and requirements while maintaining work flow, quality and quantity.
3. Ability to locate, interpret and apply regulations.
4. Skill in oral communication.

NOTE: Completion of the supplemental KSA's is not required, but failure to do so may result in a lower rating. A Guide to Preparing Employee Supplemental Statements is available in the DLIFLC Civilian Personnel Office, Bldg. 340, to assist you in preparing KSA's.

Method of Evaluation:

Applicants will be evaluated against the Office of Personnel Management (OPM) Qualification Standards Handbook for General Schedule Positions. In accordance with DLIFLC Merit Placement Plan for the Competitive Service, those found qualified will be rated against the KSA's. Only the Employee Supplemental Statements and/or any appropriate documents submitted by the applicant will be used to rank the candidates. The best qualified candidates will be referred to the selection official.

Conditions of Employment:

1. Selectee must obtain and maintain a Secret security clearance.
2. Prior to appointment, male applicants between the ages of 18 through 25 must certify that they are registered with the Selective Service.
3. Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer (DD/EFT) as the standard method of payment as a condition of employment.